

Appendix B

Commonwealth of Virginia Database Index Reporting Form											
1.	Public Body Name & Numeric Code:	Dept. of Criminal Justice Services (00140)	4. Point of Contact: Mandie M. Patterson								
2.	Database Title:	Client Information Management System	5. Phone Number: (804) 786-3923								
3.	Database Acronym:	CIMS	6. Signature & Date: <i>Elizabeth W. Mancini 7/14/98</i>								
<p>7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i></p> <p>This PC data base was developed for the 83 local Victim/Witness Services Units through out the Commonwealth to track services rendered to victims of and witnesses to a criminal act. Referrals of victims and/or witnesses to the local V/W Services Units come from Commonwealth's Attorneys, Police, Courts, or other local agencies. Services to these individuals are tracked via a case or incident identification number. Data is collected on the victim or witness (name, address, etc.) and the defendant (name, offense date, corrections number, incarceration date, release date, restitution amount ordered, etc.) The data base tracks defendant payments of restitution to the victim, if ordered by the court. It also tracks informational handout materials given as well as approximately 35 other services rendered to these individuals. At the DCJS administrative level, the system will summarize individual case data from the 83 local service units (the vast majority of which are federally grant-funded) for state and federal program reporting requirements.</p> <p>The CIMS is a Microsoft Access 97 data base application.</p> <p>Information from the data base may be made available, except where exempted or otherwise restricted by statute.</p> <p>Note: <i>Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>											
<p>8. Date of Last Update: July 17, 1998 9. Frequency of Update: <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:</p>											
<p>10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i></p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; width: 60%;">a. <u>Format</u></th> <th style="text-align: left; width: 40%;">b. <u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>CD Rom of Data Base Tables</td> <td>\$175.00</td> </tr> <tr> <td>Standard Data Base Reports</td> <td>\$5.00 Each</td> </tr> <tr> <td>Ad Hoc Reports</td> <td>\$45 per hour, minimum 1 hour charged</td> </tr> </tbody> </table>				a. <u>Format</u>	b. <u>Cost</u>	CD Rom of Data Base Tables	\$175.00	Standard Data Base Reports	\$5.00 Each	Ad Hoc Reports	\$45 per hour, minimum 1 hour charged
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Send completed form to the Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97